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Media Services

Location

The Media Center is located in The Learning Center on the first floor of Building 5, Room 5115.

Hours

- Monday - Thursday: 8:00am - 7:00pm
- Friday: 8:00am - 4:00pm
- Saturday - Sunday: Closed

How to contact us

During the day (before 4:30pm), please call 738-4142/4132 or email **Kamala Bucceri**.
 For technical service after 4:30pm, please call 574-5543 or submit an **ITS Request Form**.
 Requests for films, materials, equipment, or production room reservations must be submitted in writing on the appropriate media request forms. Media requests can be made via **ITS Request Form** or by emailing **Kamala Bucceri**.

Timelines Required

- Please observe the following timelines For Media Services:
- Film Rentals: Two to three weeks prior written notice, signed by Division Dean.
 - Equipment and Materials Delivery: at least 24 hours prior written notice.
 - Special Set Up - Special Events: at least three days prior written notice.

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<http://www.skylinecollege.edu/mediaservices/>